

## **Directive on Financial Aid for Students**

### **1. Aim**

This Directive sets out the principles and rules for the allocation of financial aid to students of the Institute. It does not apply to PhD students who have obtained a package.

The applicable amounts are contained in the appendix and may be subject to revision annually.

### **2. Types of Financial Aid**

2.1. Aid may be granted to students who apply in writing and provide the necessary documentation to demonstrate their financial needs, with the exception of specific scholarships that are awarded on the basis of academic performance only.

2.2. Financial aid may take different forms:

- A full scholarship corresponding to the estimated living costs for a year.
- A partial scholarship corresponding to a portion of the full scholarship.
- A complementary scholarship associated with a salary for teaching assistants.
- A reduction in tuition fee, which may be granted with or without a scholarship.
- Emergency aid allocated in exceptional cases for students who encounter serious and unexpected financial difficulties. Emergency aid may also come in the form of tuition reduction.

### **3. Beneficiaries**

3.1. Financial aid is available to master students as well as continuing PhD students who have not been granted a package, within the regulatory time frames of their study programme.

3.2. Full and partial scholarship beneficiaries who wish to take a remunerated job or accept financial aid from an external source during the academic year are required to choose between this opportunity and the Institute's financial aid. Accumulation is allowed only if the total of both the Institute's financial aid and the additional amount does not exceed the allowed cumulated amount specified in the appendix. Otherwise, financial aid from the Institute will be decreased accordingly. Income earned during the months of July and August is not considered and does not enter in the calculations.

#### **4. Application**

4.1. New students wishing to apply for financial aid must do so at the time of completing their application form for admission to the Institute.

4.2. Continuing PhD students wishing to apply for financial aid must do so using the form in the financial aid section of the student portal (<http://graduateinstitute.ch/scholarships>).

4.3. Application submission deadlines are set by the Institute and indicated on the website.

#### **5. Allocation and Renewal**

5.1. Allocation and renewal of financial aid are the responsibility of the Financial Aid Committee.

5.2. Scholarship allocation decisions are subject to the assessment of the financial situation and the applicant's academic performance.

5.3. Financial aid may be renewed based on an examination of the documented request by using the renewal form in the financial aid section of the student portal (<http://graduateinstitute.ch/scholarships>) which needs to be submitted by the deadline date specified, and depending on the Institute's available resources. Master students who already hold a form of financial aid, can renew in their second year of study, except in the event of failure, provided the resources are available and if the student's financial situation has not significantly changed.

5.4. The decision taken by the Financial Aid Committee, notified to applicants, is not subject to appeal.

#### **6. General Provisions**

6.1. Any modifications in the applicant's personal situation arising between the application submission and the end of the financial aid period must be notified immediately to the Financial Aid Committee, via email ([scholarships@graduateinstitute.ch](mailto:scholarships@graduateinstitute.ch)).

6.2. Payment of the scholarship is in principle suspended if the student does not reside in Switzerland or in neighboring France. This requirement does not apply to students going on exchange or conducting fieldwork. Derogations may be granted by the Office of the Director of Studies on the basis of a

documented request.

- 6.3. Payment of the scholarship will be suspended if students are on leave for professional reasons.
- 6.4. If unused, financial aid will not be transferred to the following year automatically.
- 6.5. Financial aid can be cancelled or suspended if it appears that the beneficiary does not fulfil the conditions on which it was granted. Students who have not satisfied their curriculum requirements in the first semester, who have breached the Academic Regulations or violated the Code of Conduct may have their financial aid removed in the second semester. The decision to cancel or suspend financial aid will be taken by the Director of Studies, after consultation with the Financial Aid Committee.
- 6.6. Some financial aid provided to the Institute by donors is subject to specific requirements, including in terms of its duration and students' geographical location or origin. At the end of the academic year, financial aid beneficiaries must provide the Institute Director Office with a report on the progress of their studies as well as a transcript of results, to be forwarded to the relevant donors.
- 6.7. Financial aid beneficiaries must sign a sworn statement, whereby they commit themselves to focus on their studies and to complete their study programme within the timeframe indicated in the Academic Regulations.
- 6.8. Beneficiaries who provided misleading information on their financial situation or violate the provisions concerning the cumulated amount, as indicated in article 3.3, may be requested to reimburse the financial aid that they have been granted by the Institute.

This Directive was approved by the Academic Committee on 12 May 2020

## Appendix to the Directive on Financial Aid

### **Amounts for different types of financial aid**

Applicable from 1<sup>st</sup> September 2018

Full Scholarship Amount ..... in principle CHF 20'000 per year  
Partial Scholarship Amount ..... in principle CHF 10'000 per year

Maximum Cumulated Amount ..... CHF 32'000 per year  
*Includes: Institute financial aid (scholarship and tuition fees reduction), net salary and/or external financial aid.*

Emergency Aid Amount ..... up to CHF 4'000 per semester in  
cash and/or tuition fee reduction for the semester only.  
Except in exceptional cases